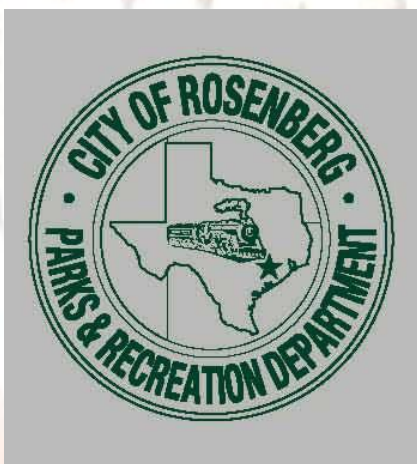


City of Rosenberg
Parks & Recreation Department



Adult Softball
Handbook

Updated February 2016



Adult Softball Program Handbook

Registration Procedures:

- Registration must be done in person at the Rosenberg Civic Center (RCC), Monday through Friday from 8:00 am to 5:00 pm. **Fees will not be accepted at the softball field.**
- Information on the league, including all forms, can be found at **www.CityofRosenberg.com** under the Parks and Recreation tab.
- Each year, the league will collect \$20 per team for an annual membership to the Amateur Softball Association (ASA). Teams will be registered for one (1) calendar year, under the team name used at registration.
- In order for a registration to be accepted, the league registration form must be completed, along with full league/ASA fees or a \$100.00 deposit. If a deposit is given, the balance of the league fee must be paid prior to the first game. Deposits cannot be "held" for any length of time, and they are completely **NON-REFUNDABLE**.
- League fees can be paid with cash, check or credit card. Please make checks payable to the "City of Rosenberg". Credit/debit card payments will incur an additional 5% surcharge.
- The league fee covers all umpiring costs for the entire season of play. No additional fees will be collected by the league, umpires or scorekeepers during the season.
- All teams wishing to play in the league MUST be registered by the Manager's meeting at the latest. Teams not paid in full prior to the first game will not be added to the full league schedule.

Game Schedules:

- Game schedules will be made available as soon as possible, following the Manager's meeting. Schedules will be emailed to all Team Managers. Copies of the schedule will also be available on the website and at the RCC.
- It is the responsibility of the Team Manager to provide their team with a game schedule for the season. Games missed because of failure to obtain a schedule will not be granted a make-up, but rather, suffer a forfeit.
- Forfeits must be reported prior to 12:00 noon on the day of a game. Any team forfeiting a game/s after 12:00 noon, will be assessed a \$25.00 Forfeit Fee at the start of the next league season. Forfeit fee is assessed per night, not per game.

Liability Waivers:

- Liability waivers are available on the website and at the RCC. Only the forms provided will be accepted.
- By initialing the photo release section of the liability waiver, participants are giving the Parks and Recreation Department permission to use photographs/videos of league play in a public arena, including, but not limited to the City website, Facebook and marketing materials.
- Every member of the team must sign a waiver annually. Players may not take the field until a signed waiver is received by softball personnel.

Rosters:

- Rosters are limited to a maximum of eighteen (18) players, and must be filled out completely – legal name, full address and a phone number for each player. Incomplete rosters will not be accepted, and may result in a forfeit.
- Managers and Assistant Managers (where applicable) must be listed at the top of a team's roster. Managers and assistant managers may not list their address and/or phone numbers for players.
- Players may be listed on only one roster per league. Men's league and co-ed league will be treated separately and players may not cross over leagues for the purposes of being pick-up players.
- Unless otherwise specified, final team rosters will be due in Week 3 of the season for Men and Co-ed leagues.
- Rosters will be collected, prior to game time, at Travis and Macario Garcia fields by softball officials. Rosters will not be accepted via email. Even if a team has a bye, rosters are still due in Week 3 of the season.
- Teams not turning in completed rosters by the deadline will forfeit all games until rosters are submitted.
- Once rosters are turned in, absolutely NO changes may be made.

The Playing Field:

- While all Ordinances apply to City parks and fields, the following are posted and particularly relevant:
 - City Ordinance #21-50, prohibiting the consumption or possession of alcoholic beverages on City property.

- City Ordinance #21-52, prohibiting the use of any tobacco product in City parks.
- City Ordinance #4-10, prohibiting the presence of any animals, domestic or otherwise, in City parks.
- **City Ordinance #2015-31, prohibiting the use of drones in City parks.**

Violators are subject to issuance of a citation, as per the City's ordinance. Individual and/or team infractions can result in a permanent ban from all softball leagues on City property. For a complete list of the City of Rosenberg Code of Ordinances, visit **www.CityofRosenberg.com**.

- City of Rosenberg adult softball fields are marked at a distance of 70' between bases.
- Once a field is lined and ready for play, infield and batting practice is prohibited.
- **Please dispose of trash in the receptacles provided; be courteous to other league participants and fans that use the dugouts, bleachers, and field after you.**

Reserving Fields for Practices:

- Based on availability, registered teams may hold up to one (1) practice per week and four (4) practices per month on the softball fields at Travis or Macario Garcia Park free of charge, during daylight hours. Practices requiring lights will be subject to a \$25/hour fee.
- Permits must be brought to the fields during reserved practice times.
- Reservations for practice times must be made through the Rosenberg Civic City, in person, by phone or via email. The RCC is open for business Monday through Thursday from 7:30 am to 5:30 pm and on Friday from 8:00 am to 5:00 pm.
- Additional practice times each week/month can be made at a rate of \$9.00 per hour without lights or \$25.00 per hour with lights. Reservations for practice times requiring lights must be made NO LATER than 3:00 pm on the day of the practice to ensure ample notification of Parks' staff.
- Travis and Macario Garcia Park softball fields are available on a "first come, first serve" basis, provided field conditions are favorable. In the event of a conflict over field use, the team with the valid permit will retain use of the field and the other team will relinquish the field.

The City of Rosenberg follows a modified version of the Amateur Softball Association (ASA) rules.

Rules covered in this handbook are meant to accompany or differentiate between ASA rules and City of Rosenberg rules. It is the responsibility of each team manager to be aware of all ASA rules and to share that information with their team. For full ASA rules, refer to the handbook given or visit the ASA website at www.asasoftball.com.

Equipment & Uniforms:

- Only tested and stamped bats may be used in the league. Once a bat has been stamped, it is not necessary for it to be tested again during the calendar year; however, the league reserves the right to test further if a pitcher is injured or the bat becomes physically questionable.
- The Parks Department will provide several dates/times for bats to be tested at the start of each season. Only stamped bats will be allowed in play and no bat testing will take place once a season has begun. Once bat testing is done for the season, no other bats will be tested until the start of the following session.
- Prior to the start of each game, players will place stamped bats in a designated bat bucket outside of their respective dugouts. Only bats in the designated bucket will be allowed in play.
- Only stamped, league balls will be allowed in play. Balls may be purchased from the umpires at the field or ahead of time.
 - Men will hit a 12-inch, 52 cor/300 compression ball
 - Women will hit an 11-inch, 44 cor/375 compression ball
- Any bat that has a 1.20bpf, and does not appear on the ASA or USSSA banned bat list may be used in either league. BPF markings must be legible for a bat to be considered legal.
- For an updated list of ASA banned bats, please visit <http://www.asasoftball.com>.
- The base coaches for all Co-ed teams at bat will be responsible for switching the 11-inch and 12-inch softballs so that the opposing pitcher can pitch the correct ball to the appropriate gender batter.
- All players must wear some type of athletic shoes to be eligible to participate. Cleats are acceptable, provided they are not metal or detachable.
- For safety reasons, players will not be allowed to wear jewelry during a league game. Umpires have the authority to require that jewelry be removed promptly. Clothing that is considered unsafe or gang-related may not be worn

for league play. At their discretion, an umpire may require an item to be removed or changed. Anyone who refuses to comply with an umpire's request is subject to disqualification.

- The Rosenberg Parks and Recreation Department will provide a scorekeeper for each league game. The scorekeeper will be responsible for lineups, scoring, outs and home runs, and must confer with the umpire following each inning.

Players & Substitutes:

- Men's teams may play with a maximum of ten (10) players; eleven (11) if an extra batter is used. The extra batter must be in the lineup, at the field at game time and cannot be added after the start of the game under any circumstances.
- Men's teams may start a game with a minimum of eight (8) players, but must take an out when the ninth player comes up to bat. If the ninth player arrives after the start of the game, they may enter the lineup immediately. If they enter prior to their bat, no out is taken. A men's team may play with nine (9) players and take no out at bat.
- Co-ed teams may field six (6) men/four (4) women, five (5) men/four (4) women or four (4) men/four (4) women, without penalty. At no point may a co-ed team play with more than six (6) men or less than four (4) women.
- Co-ed teams may use the following combinations of batters – six (6) men/four (4) women, six (6) men/five (5) women or six (6) men/six (6) women. Extra batters must be in the lineup, at the field at game time and cannot be added after the start of the game.
- If both teams are short players at game time, the game will be ruled a double forfeit with each team receiving a loss.
- Only managers, assistant managers and players will be allowed in the dugouts.

Player Eligibility:

- Players must be at least 18 years of age by the start of the season.
- A team may have up to two (2) players between the ages of 16 and 18 years of age, provided:
 - They turn 16 by the start of the season
 - A parent or legal guardian is also a player on the same team
- To avoid a forfeit a team may pick up a maximum of two (2) players from other teams to play any regular season game (*players must be on a roster in the league that is playing; i.e. a men's league player may not be picked up for a co-ed game, unless he is also on a co-ed roster*). No "pickups" may be used in post-season games.
- Pick-up players may only be used if a team has less than the minimum number of players required, present at the field, from the team's roster.
- In case of eligibility protests or questions regarding rosters, each league player must have a picture ID (i.e. Driver's License) with them at all times to verify their identity.
- It is illegal to for anyone to play in a league under an assumed name. In the event of a team protest, or questions by an umpire or scorekeeper, the player in question must produce a picture ID. If proper ID is produced then the protest is overruled and play continues. If the player in question cannot produce an ID at the field or in the parking area, the game/s will be completed "under protest" and the winner will be declared at a later date.
- The league reserves the right to check score sheets to verify the eligibility of all participants and the authority to forfeit a game/s when an ineligible player is used.

The Game:

- Game timelines will consist of whichever comes first - seven innings of play, 55 minutes or run rule. Run rules are as follows:
 - 15 runs ahead after 2 and a half or 3 innings
 - 12 runs ahead after 3 and a half or 4 innings
 - 10 runs ahead after 4 and a half or 5 inningsIf the visiting team is ahead, the final inning must be played in its entirety in order to win by run rule. If the home team is winning by a run rule margin, the final half inning of play is not necessary.
- There will be no grace period at the start of any game.
- The "Flip Flop Rule" will be in effect. When the run rule is reached by the visiting team, by the inning prior to run rule specifications, the home team clears the bases at the end of the inning and starts the next inning by continuing to bat as visiting team. Play continues normally with run rules in effect and abiding by the game time clock. If the situation reverses, the teams would flip flop again.

- Scheduled game time is forfeit time. If a game is forfeited, the teams may use the field to scrimmage until ten (10) minutes before the start of the next game. NO scrimmages will be allowed during post-season tournaments. Umpires and scorekeepers are not obligated to preside over scrimmages.
- Any game tied after seven (7) innings, or at the end of the inning after time has expired, will play one extra inning to break the tie. If the tie cannot be broken in one additional inning, the game will end with a tie score.
- In the event of a tiebreaker, the last official batter from the previous inning will start on 2nd base and batters will have one (1) pitch until a winner is determined or the game ends in a tie. Courtesy runners will no longer be allowed; however, you may use a pinch runner, defined as someone who has not yet played in the game.
- Prior to any league softball game between two (2) churches, it is customary to have a prayer. In order to promote equality, it is recommended that a representative from the home team lead the prayer.

Fielding:

- Defensively, co-ed teams must have two (2) females in the infield (one as pitcher or catcher) and two (2) females in the outfield. Male and female outfielders must alternate in their positions so that two (2) males are not side-by-side.
- When a co-ed team is playing with only nine (9) players, an allowance is made for the shortage of an outfielder; however, the males in the outfield must be separated by a female.
- When pitching, the ball must be delivered with a perceptible arc and reach a height of at least six (6) feet from the ground while not exceeding a height of ten (10) feet from the ground.

Batting & Base Running:

- In both leagues, a batter will start with a "1" and "1" count - one (1) ball and one (1) strike, with a courtesy foul.
- In all leagues, up to one (1) courtesy runner may be used by a team per inning, per gender. The courtesy runner must be the same sex. Anyone on a team's lineup may be a courtesy runner; however, if a courtesy runner comes up to bat while on base, the original batter will be called out and the courtesy runner will come to bat. If that is the 3rd out of the inning, the courtesy runner will be the lead-off batter in the following inning.
- In the Co-ed league, the batting order of each team must alternate between male and female batters, regardless of how many players the team is fielding.
- In the Co-ed league, if a male batter is walked, he is awarded two (2) bases. When this occurs, runners already on the bases will advance accordingly, but only if forced to do so. If there are two (2) outs when a male batter is walked, the next female batter has the option of batting or taking a walk to first base. If there are less than two (2) outs, the next female batter must bat.
- Players in the Co-ed League are not allowed to "steal" bases.
- In the Men's league, a batter is only allowed to advance to 1st base on balls, unless a play is made on another base runner or in the event of an errant throw.
- The "Safety Bag Rule" will be in effect. Batters are required to use the colored portion of the safety bag when running through first base.
- The following is the limit for unobstructed, over-the-fence home runs in each league - men's league five (5) and co-ed league two (2).
- Any home run that exceeds the league limits will result in the ball being declared dead. The batter will be ruled out and base runners will not advance.
- Altered Bats - if a pitcher is hit while trying to field a batted ball, and is forced to come out of the game due to injury, the bat used will be confiscated by the umpire to be tested for alterations. The pitcher must remain out for the duration of the game. The batter will be allowed to continue playing using a different bat. The league has one week after testing for compression legality to return the confiscated bat to its' owner, however, based on the severity of the injury, and the condition of the bat, the league reserves the right to do further testing, thereby keeping the bat for a longer period. Incidents will be reviewed on a case-by-case basis, but all bats will be returned to their owners. If a bat is tested and found to be altered, the owner of the bat and/or the batter will be suspended for the remainder of the season. Anyone committing an illegal bat offense for a second time will be suspended from the league indefinitely.

Lineups:

- Lineups must be submitted to the scorekeeper no later than five minutes before the scheduled game time. Lineups must include players' first names and positions.
- Eligible roster members may be added to the available substitute list at any time during the game.

- Teams not providing a lineup five minutes before the start of the scheduled game will receive one (1) out in the first “at bat”. If a penalty is charged, the corresponding batters in the lineup will sit out for their first “at bat”.
- The first week of league play, warnings will be given for late lineups. Beginning in week two, penalties will be enforced.
- If a team's manager and/or assistant manager are unable to play, they cannot be listed as substitutes in the lineup.
- Player substitutions must be reported to the umpire and scorekeeper at the time they occur. An illegal substitution can be protested by the opposing team manager after the first pitch following the illegal substitution. When an illegal substitution is discovered, and protested, by the opposing manager, the unreported, substituting player shall be disqualified from the remainder of the game.
- Starting players may be withdrawn and re-enter one (1) time during the game. A starter and his/her substitute may never be in the game at the same time. An illegal, substitute re-entry can be protested by the opposing team manager after the first pitch after the illegal re-entry occurs. When a violation of the re-entry rule is discovered, and protested, by the opposing manager, the illegal, substituting player shall be disqualified from participating in the remainder of the game.

Ejections:

- If a team has a player ejected, and they do not have a legal substitute on their bench, picking up a player will not be allowed. If a player, substitute or fan is ejected, they must leave the park.
- Following an ejection, the team manager will be notified in writing of the players' offense and the length of the suspension.

Disciplinary Action:

- Managers and Assistant Managers are responsible for the actions of players on their roster. **It is the responsibility of managers/assistant managers to share all league information with their players.**
- The Softball Supervisor and the Umpires have authoritative control during league play, and all league players and managers should adhere to their decisions.
- Any protests, questions or complaints regarding league rules/policies can only be raised by the team manager or assistant manager listed on a team's final roster. Players, substitutes and fans should bring their concerns to the team manager/assistant manager, who will then bring them to the attention of league officials.
- Only managers/assistant managers are allowed to approach the softball supervisor, umpires and scorekeepers before, during or after games. Any player or fan having direct, conflict-related contact with softball staff will be given one warning before being ejected from the park for the remainder of the evening.
- No player, substitute or fan may contact or attempt to contact league officials or staff outside of normal business hours regarding any softball policies/procedures. The only exception to this would be in the case of extreme emergencies. Violations may be subject to permanent league suspension and/or team forfeit.
- In the event of non-compliance with any ruling, the Rosenberg Police Department will be called to assist.
- The City's PARD enforces a “Zero Tolerance” policy that includes, but is not limited to, the following:
 - Possessing or consuming alcohol, which is a violation of City Ordinance
 - Fighting
 - Foul language
 - Continuous heckling
 - Any other action deemed unsportsmanlike by softball officials
- Any manager, assistant manager, player or fan ejected for unsportsmanlike conduct is required to leave the park altogether and will automatically be suspended from their next game.
- Umpires may eject players before, during or after games. No written notice of an automatic one-game suspension will be issued.
- Managers/assistant managers are responsible for withholding the suspended player from participating. Any team allowing a suspended player to participate in a game will suffer a forfeit.
- In the event of more serious conduct violations, league officials have the authority to suspend a player or team for a period of time deemed appropriate. Written notice will be given for any suspension. Players and teams have the right to appeal the suspension. A written appeal must be submitted to league officials within seven (7) calendar days of the written suspension notice. The suspended player will not be allowed to participate in the league until a letter of appeal has been received. Once the appeal letter has been received, the suspended player will be allowed to participate in the league until a hearing can be scheduled.

- Any suspension that cannot be served in the league season in which it occurred can be carried out in another league in which the player participates. Furthermore, should all seasons be over for the suspended player, the disciplinary action will be carried out in the next league season in which the player chooses to participate.

Protests:

- Protests of judgment calls will not be accepted.
- Protests against rule interpretations will be heard; however, the protest must be made before the next pitch is thrown. The umpire will rule on the protest immediately and his/her ruling will be final.
- Protests against player eligibility must be made prior to the end of the game and the umpire must be notified. The umpire will report the protest to league officials the next business day. Within twenty-four (24) business hours, the protesting team must submit a fee of \$20.00 and formal, written notice of the protest to the Parks and Recreation Department for the protest to be heard. League officials will rule on all protests. If the protest is upheld, the \$20.00 protest fee will be returned. If the protest is overruled, the protest fee is forfeited.

Rainout Information:

- The league will email all team managers as soon as a rainout has been declared. Rainout and other last-minute softball information will be posted on the Parks & Recreation Department's Facebook page at www.facebook.com/RosenbergPARD. "Like" the page to get up-to-the-minute league information.
- After 5:00 pm, the softball officials will determine whether or not the fields are playable. *Please note - it may be necessary for players to drive to the field on game day to get the most accurate report on whether or not fields are playable.*
- Rain is often scattered; do not assume that games have been cancelled unless there is notification from the league via email or a league official.
- Due to inclement weather or lighting issues, it may be necessary to cancel a game in progress. If three (3) full innings or thirty (30) minutes have been played the game will be considered complete. In addition, if two and a half (2.5) innings have been played and the home team is ahead, the game will be considered complete. Any game halted because of weather or lighting problems that is ruled incomplete will be resumed at the point of interruption, at a date to be determined by the league.
- Rainout/cancelled games will be added to the end of the regular season schedule, based on the "hard cut-off" date for the season. Makeup games will only be scheduled on alternative evenings if staff and all managers involved are in agreement.
- The "hard cut-off" date will be announced prior to the start of each season. Should the season end prior to playoffs because of the "hard cut-off" date, Champion and Runner Up teams will be decided on the latest standings during the regular season.
- If playoffs are cancelled, teams will be offered, teams in that league will be issued a \$20 credit toward the following season. Credits are not transferrable and may only be used during the next calendar season.

Championship Information:

- Results of games will be sent out via email on a weekly basis. Until the end of the regular season, standings are based only on games played to date. Final standings will be sent out following the last regular-season game.
- The win and loss record for the regular season will determine the final standings. A tie, in which the win and loss records are identical, in the final league standings will be decided by the following means, and in the following order:
 - Head-to-head win and loss record of the tied teams
 - Run differential in head-to-head games of the tied teams
 - Total runs scored in all games during the regular season
 - One (1) playoff game

If there is a 3-way (or more) tie at the end of regular play, and head-to-head records are not equal, steps 1 and 2 will be skipped and the tie will be broken by step 3 or step 4 if necessary.
- Every attempt will be made to have all registered teams participate in the playoffs. Should the need arise for teams to be eliminated, as much advance notice will be given as possible.
- In the event that there are recreational and competitive divisions, the 1st and 2nd place teams in each division will receive a sponsor plaque and the 1st place team will receive eighteen (18) t-shirts. If there are single divisions in each league, both 1st and 2nd place teams will receive a sponsor plaque and eighteen (18) t-shirts. T-shirts will be ordered in the quantity/sizes listed below. Any t-shirt needs beyond those provided will be ordered at the team's expense.
 - Men's League - five (5) large, seven (7) x-large, five (5) xx-large, one (1) xxx-large

- Co-ed League - four (4) medium, five (5) large, five (5) x-large, three (3) xx-large, one (1) xxx-large

League Officials:

Darren McCarthy, Parks Director
 Sherri Nichols, Softball Supervisor
 Tony Hatchett, ASA Umpire
 Robert Crutchfield, ASA Umpire

(832)595-3960 or darrenm@ci.rosenberg.tx.us
 (281)896-4572 or sanichols57@gmail.com
 (832)814-1649 or thatchett1341@gmail.com
 (832)213-8754 or rcrutchfield20@gmail.com

Important Addresses:

Rosenberg Civic Center
 3825 Hwy. 36 South
 Rosenberg, TX 77471

Travis Park
 3004 Avenue N
 Rosenberg, TX 77471

Macario Garcia
 716 Blume Road
 Rosenberg, TX 77471

Field Warm-up Information

For the safety of our staff and players, please follow the diagram below for field warm-ups.
 Warm-ups should not take place on the infield once the field is prepped for play.

